



Linda S. Adams
Acting Secretary for
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California Regional Water Quality Control Board Los Angeles Region

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Edmund G. Brown Jr.
Governor

EXECUTIVE ORDER NO. EO-2011-01 May 26, 2011

AGENT FOR SERVICE OF PROCESS AND PROCEDURE FOR PUBLIC RECORDS ACT REQUESTS

In order to ensure that subpoenas, summons and complaints or other legal proceedings against the Regional Board, and requests pursuant to the California Public Records Act (Government Code § 6250 et seq.) are routed to the appropriate personnel and timely addressed,

IT IS HEREBY ORDERED AS FOLLOWS:

A. Service of Subpoenas

1. Only the following personnel, and only in the following order, are authorized to receive service of a subpoena, including a subpoena duces tecum, for business records, persons most knowledgeable (PMK), the personal appearance by any staff member (in his/her capacity as such), or for any other subpoena directed to the Regional Board (or any of its personnel in their capacity as such):

Primary Agent:	Ronji Moffett, Executive Assistant	320 West 4 th Street, Suite 200 Los Angeles, CA 90013 (213) 576-6612 rmoffett@waterboards.ca.gov
Alternate Agent:	Deborah Smith, Chief Deputy Executive Officer	320 West 4 th Street, Suite 200 Los Angeles, CA 90013 (213) 576-6609 dsmith@waterboards.ca.gov

2. If neither agent is available, another alternate will be designated on the Primary Agent's outgoing voice mail. If no such designation has been made, the Executive Officer will receive service of process.
3. Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.
4. Individual staff members are NOT authorized to receive service of a subpoena, even if the individual staff member is identified as the deponent.
5. The Regional Board will not accept service of a subpoena involving a matter that is unrelated to Regional Board business.

B. Service of Summons or Complaint or Other Legal Action or Process

1. Only the following personnel (or their designees) are authorized to receive service of a summons relating to a civil complaint, a petition for writ of mandate, or other legal action or process against the Regional Board:

Samuel Unger, Executive Officer	320 West 4 th Street, Suite 200 Los Angeles, CA 90013 (213) 576-6605 sunger@waterboards.ca.gov
Jennifer Fordyce, Staff Counsel	1001 I Street, 22 nd Floor Sacramento, CA 95814 (916) 324-6682 jfordyce@waterboards.ca.gov

2. Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.

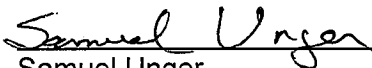
C. Public Records Act Requests

All requests pursuant to the California Public Records Act (Government Code section 6250 et seq.) shall be sent to the attention of:

Laura Gallardo, Associate Analyst
320 West 4th Street, Suite 200
Los Angeles, CA 90013
(213) 576-6636 (phone)
(213) 576-6676 (fax)
lgallardo@waterboards.ca.gov

Questions regarding this Order should be directed to Staff Counsel Jennifer Fordyce, at jfordyce@waterboards.ca.gov or (916) 324-6682.

IT IS SO ORDERED.



Samuel Unger
Executive Officer

May 26, 2011
Date